



**CIVIL AIR PATROL MISSISSIPPI WING**  
UNITED STATES AIR FORCE AUXILIARY

5 Dec 2010

FROM: Mississippi Wing  
1635 Airport Drive  
Jackson, MS 39209

SUBJECT: CAP Vehicle Policy Letter

**Motor Vehicles**

**Operation And Maintenance Of Civil Air Patrol Owned Vehicles.**

**Purpose:** The purpose of this policy letter is to enhance specific sections of CAPR77-1.

**Scope:** The scope of this policy letter addresses paragraphs in CAPR 77-1 but is not limited to only those topics delineated in this regulation. The Letter also addresses safety issues not covered in this regulation; however, they are made policy herewith and shall be adhered to.

**Policy Directive:**

CAP R 77-1 § 3. The Mississippi Wing will establish two complete sets of vehicle records. One set will be filed by the Wing/LGT with the second filed in the squadron files IAW CAPR 77-1 and CAPR 10-2, Table 10. In addition, a Vehicle Information Folder (VIF) that includes the following items: Original State of Mississippi Registration, copy of the current NHQ/LGT issued liability insurance card, a monthly working copy of CAPF 73, a MSWG Mishap Reporting Procedure, a MSWG Maintenance Checklist, a USAF-CAP Vehicle Inspection Checklist (latest) and a Vehicle Compliance Inspection Checklist (latest) shall be carried on board.

CAP R 77-1 § 3c. CAPF 73 will be maintained in each vehicle folder and a completed copy forwarded to the Wing/LGT on the 1st day of each month to arrive no later than the 5<sup>th</sup> of each month. The Wing Transportation Officer or his designee will in turn use these forms to enter the information into the National Logistics Web-based tracking system as required by NHQ/LGT for each CAP vehicle.

CAP R 77-1 § 3g. (Added) Copies of any warranty documents until expired.

CAP R 77-1 § 5c. Application will be made to the Mississippi Wing/LGT utilizing MSCAP form 77-1 (Attachment 1). In addition, each member shall provide a copy of both sides of their current state driver's license. The member is also required to personally request a copy of their driving history from the issuing state and have it forwarded to the MSWG/LGT.

CAP R 77-1 § 5g. (1) (Added) The member must notify Mississippi Wing/LGT of any change to his/her state driver's license number. Members are responsible for notifying MSWG/LGT of any changes in their driver's license status.

CAP R 77-1 § 5h. (Added) This Regulation and this Policy Letter are required to be read and understood by all members having or applying for CAP Operator's Permit, CAP Form 75. Squadron Commanders, by signing the member's application, verify that the member is trained and cognizant in the context of the established procedures and regulations governing the CAP vehicle and its operation.



## CIVIL AIR PATROL MISSISSIPPI WING

UNITED STATES AIR FORCE AUXILIARY

CAP R 77-1 § 7c. (Added) All CAP-owned vehicles shall be made available for use during emergency services operations. The incident commander will determine which vehicles are required and will notify the appropriate unit(s). All CAP-owned vehicles may be required at other functions if directed by the Wing Commander. Units shall make every effort to comply with such requests.

CAP R 77-1 § 7d. (Added) All Mississippi Wing vehicles will be modified to permit radio and fire extinguisher installation. No other modification is permitted on CAP owned vehicles without specific written approval from the Wing Commander. Copies of any written approvals will be placed in both vehicle records folders.

CAP R 77-1 § 8j. (1) Added Tools necessary for the changing of tires shall be maintained in each CAP vehicle.

CAP R 77-1 § 8l. (Added) Smoking is prohibited in a MSWG vehicle.

CAP R 77-1 § 8m. (Added) All vehicles are required to carry a First Aid kit and a Blood Borne Pathogens kit on board.

CAP R 77-1 § 9d. (Added) The unit maintenance officer will ensure routine maintenance (Scheduled Maintenance) is accomplished when required. This maintenance includes but is not limited to hoses, belts, wiper blades, engine oil, oil filter, air filter, burned out lights replacement, tire rotation and balance, and lubrication every 5,000 miles or 6 months. New vehicles will be maintained as per the owner's manual in each vehicle. The vehicles are to be waxed once yearly. All routine maintenance cost is the responsibility of the unit to which the vehicle is assigned.

CAP R 77-1 § 9b.(Added) Mississippi Wing Squadrons with assigned CAP Vehicles are responsible for routine maintenance and the cost(s) associated with that maintenance. The Squadron shall notify the WG/LGT when the scheduled maintenance is completed. This notification shall include the maintenance performed, the cost incurred and the mileage when the maintenance was completed.

CAP R 77-1 § 9b.(Added) The unit (Squadron) maintenance officer shall notify the Mississippi Wing/LGT/LG/CC immediately of any unsafe or disabled vehicle requiring major maintenance (Unscheduled Maintenance). Notification of all major maintenance requirements are to be by letter or e-mail, accompanied by a detailed written estimate, addressed to the Mississippi Wing/LGT/LG. The WG/LGT will determine the disposition of the repairs (considering warranty, National Headquarters assistance, wing funds, and other considerations) the unit maintenance officer will be notified by the Mississippi Wing/LG/LGT/CC as to the procedure to be followed and how the cost will be paid.

Carlton R. Sumner, Col, CAP  
Commander, MSWG  
901.605.2255  
[carlton.sumner@comcast.net](mailto:carlton.sumner@comcast.net)